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Washington, D. C. 20505

4 SEP 1985

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[Redacted]  
Ms. Dandria M. Green  
Personnel Office/Outplacement Assistance  
Interstate Commerce Commission  
Room 1136  
12th & Constitution Avenue, N. W.  
Washington, D. C. 20423

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Dear Ms. Green:

Thank you for your letter of 16 August in which you advised of the individuals who are being affected by the reduction in force in your organization. Your interest in the Central Intelligence Agency as a prospective employer for these employees is very much appreciated. A number of them appear to be working in occupations of current recruitment interest to our Agency. Therefore, I have sent a copy of your letter and its attachment to [Redacted] Deputy Director for Employment, and [Redacted] Recruitment Representative, with a request that the latter contact you to pursue these potential candidates. For planning purposes, you can expect to hear from [Redacted] within the next few days.

Thank you for the notification. I do hope our joint efforts will produce favorable results for at least some of the individuals whom you are trying to help.

Sincerely,

STAT

/s/

[Redacted]  
for Robert W. Magee  
Director of Personnel

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**Interstate Commerce Commission**  
**Washington, D.C. 20423**

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**AUG 16 1985**

Mr. Harry E. Fitzwater  
Director of Personnel  
Policy Planning & Management  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

Some time ago we contacted your Agency concerning the Interstate Commerce Commission's Outplacement Assistance Program for its employees. We are renewing our efforts to minimize the negative affects of our anticipated FY-85 reduced employment level.

Our Outplacement Program attempts to reduce our employment level by providing all of our employees the opportunity to make sound choices about the future direction of their careers. We have been extremely successful during the past fiscal year and are looking forward to even greater success in the future. This being accomplished through the establishment of communication links between agencies, i.e., agencies referring their vacancy announcements; verbal requests for applications; and development of profile listings.


We have developed the attached profile listing of some of our employees who are seeking employment elsewhere. Some of the employees have received reduction-in-force (RIF) notices or anticipate receiving RIF notices in the near future. We would hope that you use the attached listing as a recruitment tool and contact us on 275-6521 for copies of their SF's 171 or any other information you may need. We intend to periodically update our listing and will send you copies as they become available.

We appreciate your assistance in this effort. If you would like to discuss our program further, we are available at your request. If we are not on your vacancy announcement mailing list, may we request that we be added to it and the announcements be mailed to:

Interstate Commerce Commission  
Personnel Office/Outplacement Assistance  
Room 1136  
12th & Constitution Avenue, N.W.  
Washington, DC 20423

Thank you again for your help.

Sincerely yours,

  
(Ms.) Dandria M. Green  
Outplacement Coordinator

Enclosures

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